



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 18

EFFECTIVE DATE: March 31, 1994, Revised August 1, 2003; August 13, 2003

SUBJECT: Smoking

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

It is the policy of the Division of Administration (DOA) to prohibit smoking by employees and visitors inside and immediately surrounding buildings which house DOA operations except in those areas designated as smoking areas.

II. PURPOSE:

The Surgeon General of the United States continues to issue warnings about the harmful effects of smoking both to smokers and to non-smokers who are exposed to environmental tobacco smoke (ETS) or second-hand smoke. The purpose of this policy is to set forth rules to limit smoking in an effort to fulfill the state's commitment to maintain safe and healthful work places for its employees.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

IV. DEFINITIONS:

DESIGNATED SMOKING AREAS State owned or Office Facilities Corporation owned)

Designated smoking areas are those areas both inside and immediately surrounding buildings or facilities which house DOA operations, which are established and identified by the building manager and listed in the building or facility Operations Manual as places where smoking is permitted.

DESIGNATED SMOKING AREAS (Commercial Rent or Lease)

DOA employees and visitors to DOA operations which occupy space in buildings rented from commercial landlords are prohibited from smoking in and immediately surrounding such buildings, except in accordance with the terms established in the leases governing such occupancy.

While smoking in designated areas DOA employees are responsible for practicing good housekeeping in these areas by extinguishing all smoking materials in designated containers and proper disposal of trash and the dead remains of cigarettes.

Additionally, smoking is prohibited inside all DOA vehicles.

V. EXCEPTIONS:

In times of emergency evacuation (real or practiced), when employees are required to remain with their designated sections, smoking will not be allowed outside (inclusive of designated smoking areas) as it poses possible risks to the health and safety of all employees. These risks include, but are not limited to, risk of igniting hazardous gases, explosion, and aggravation of individual health conditions.

VI. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy, and
- Is informed of the consequences of violation of this policy.

Bringing violations to the attention of the Deputy Undersecretary/ Assistant Commissioner or equivalent and/or DOA Safety Coordinator and dealing with the violation in a fair and consistent manner.

Providing for formal review of this policy with all employees on a cyclical basis.

Posting a copy of this policy in a conspicuous location in each work area accessible to all employees.

Managers/Supervisor Are Responsible For:

Policy compliance in a fashion dictated by the section head.

Reporting to the section head or other administrator any violation brought to his/her attention.

Employees Are Responsible For:

Complying with all aspects of this policy.

Bringing to the attention of the Deputy Undersecretary, Assistant Commissioner, DOA Safety Coordinator, the section head, or a supervisor any violation of this policy.

VII. EXCLUSIONS:

Requests for exceptions to this policy should be submitted to the Commissioner of Administration, or his designated representative, along with specific and compelling justification.

VIII. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.